

PDREP TRAINING PQDR Training Support Point



Objectives

- Manage PQDRs Through Screening, Action and Support Point Levels
- Send Letters and Correspondence
- Navigate Throughout the PQDR Module
- PQDR Process from Discovery through Investigation and Closure



Accessing PDREP

www.nslcptsmh.navsea.navy.mil





User Access Request

Privacy/Security Notice

Accessibility

reports.

PDREP Brochure

Download Adobe Acrobat Reader

Working Groups

US Navy Website

Navy Jobs

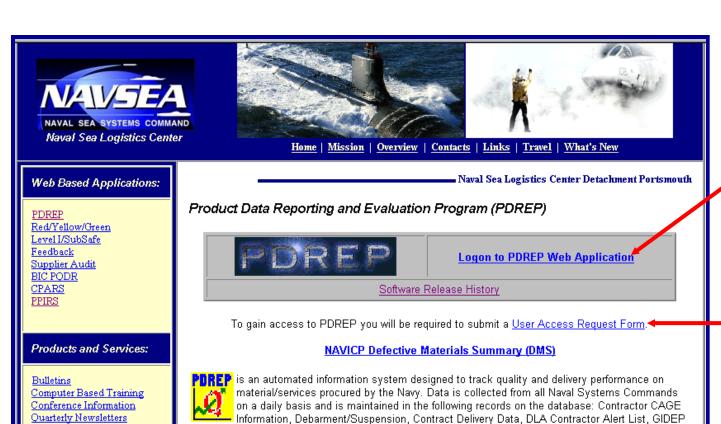
PDREP Home Page

Alerts, Material Inspection Records, Product Quality Deficiency Reports, Qualified Product List, Special

Prime Contractor Partnership Brochure

management, and graphical reports. Also, a powerful Ad-Hoc feature allows users to design their own

Quality Data, Surveys, and Test Reports. The application offers a wide selection of standard,



Click Łogon

User Access Request Form



Logging In

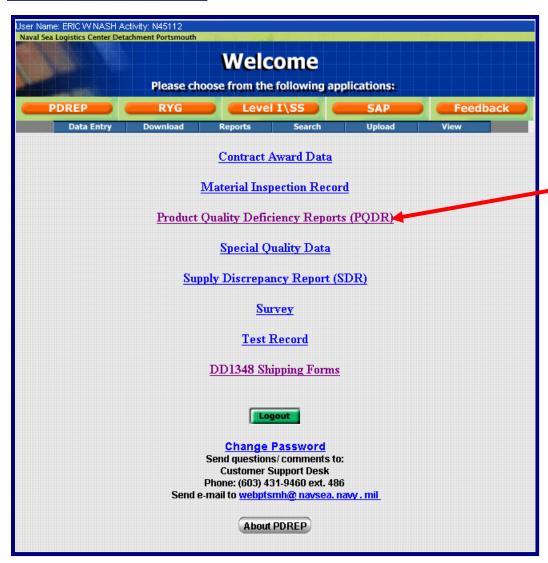
Enter User ID and

	<u>-</u>			
This System is lord NOCASSIEED USE ONLY!				
PDREP APPLICATIONS LOGIN AREA				
USER ID :	ABCDE			
PASSWORD:	*****			
	k pgin Audit			
	Forgot Password? Reset Home			
DoD WARNING				
This is a Department of Defense computer system. This computer system, including all related equipment, networks and network devices (specifically including internet access), are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to				
facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized DoD entities to test or				
verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject				
you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or adverse action. Use of this system constitutes consent to monitoring for these purposes.				
MESSAGES:	The PDREP Application will be unavailable during the			
following routine maintenance periods (EST):				
- Weekly Friday 11:00PM to Saturday 8:00AM - Monthly Last Saturday between 7:30AM and 12:30PM				

Password - 8 to 15 Characters Alphanumeric



Welcome Screen



Click PQDR



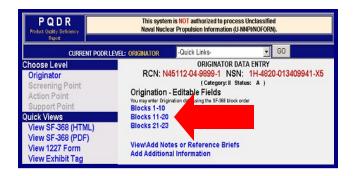
Screen Conventions



 Use "Back" Button on PQDR Screens, Not Your Browser's "Back" Button



 "Print" Button Prints Contents of Screens Where It Appears

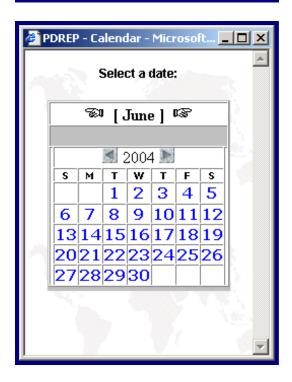


Links Appear in Blue



Screen Conventions





- Date Fields Have Calendar Buttons
- Enter Date Manually or Click Calendar Button to Select Date



PQDR Navigation

PQDR HOME PAGE				
I GOR HOME I AGE				
Choose a PQDR Link				
Create New PQDR	Create a new PQDR record. The user must supply an RCN number			
Search for Existing PQDR	Search for a specific record by RCN or Requisition number. If the PQDR is found the system will automatically retrieve the record for viewing\editing. You may also enter partial numbers and then choose from a list of similar RCN numbers.			
Select RCN From Worklist	View all of the PQDRs that currently require attention for a given user and\or DoDAAC. You may select any PQDR from this list for viewing\editing			
Clone PQDR	Create a new PQDR that includes data from an existing PQDR.			
GADROS Worklist	View and Process PQDRs that were initiated by non-PDREP Originators using the GADROS system (Globally Accesible Deficiency Report Origination System). This feature is only available for Screening Points that belong to one of the default Navy or Marine activities.			
Choose a Search Link				
Advanced Search	Search PQDRs based on Level, Activity, Year, User ID, NIIN, Status, or Control Number.			
CDCS Search	Search CDCS records based on Year, Doc Type, Cause Code, NIIN, CAGE, Contract Number, Action Office, CDCS number.			
DCMA Search	Search PQDRs based on Year, Fiscal Quarter, Region, Activity.			
DFAS Search	Same as Advanced Search but with DFAS data in the result set.			
End Item Search	Search PQDRs based on End Item NIIN, Next Higher Assy NIIN, TAM, Type\Model\Series.			
MIR PQDR Search	Search MIR records based on Year, MIR Attribute, NIIN, CAGE, SMIC, Contract Number, DoDAAC, JOB Order, Project.			
NIIN\Contract Search	Search PQDRs based on NSN related criteria.			

• Functions:

- Create, Search and Manage PQDRs
- View Worklists
- Search Tools



Select RCN From Worklist

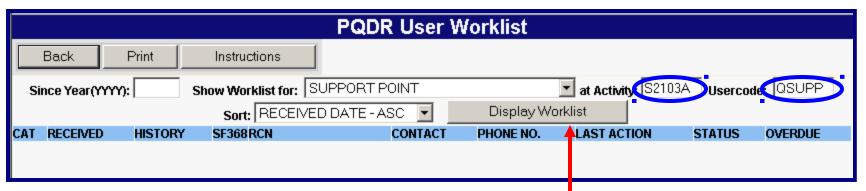
PQDR HOME PAGE			
Choose a PQDR Link			
Create New PQDR	Create a new PQDR record. The user must supply an RCN number		
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DFAS Search	Same as Advanced Search but with DFAS data in the result set.		
End Item Search	Search PQDRs based on End Item NIIN, Next Higher Assy NIIN, TAM, Type\Model\Series.		
MIR PQDR Search	Search MIR records based on Year, MIR Attribute, NIIN, CAGE, SMIC, Contract Number, DoDAAC, JOB Order, Project.		
NIIN\Contract Search	Search PQDRs based on NSN related criteria.		

View and Manage PQDRs From Worklists

Click "Select RCN From Worklist"



PQDR Worklists

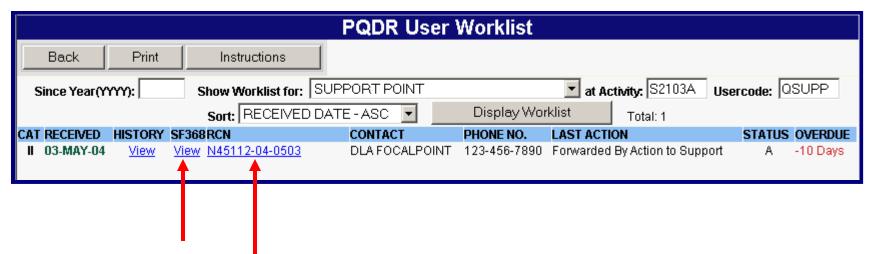


- Enter Worklist Criteria
 - Must Enter Activity and/or User Code
 - Click Display Worklist



PQDR User Worklist

Filters By Year, Level, Activity and User Code



Click "View" to See SF-368
 Format
 Click RCN to Open the PQDR



PQDR Base Page

PQDR This system is NOT authorized to process Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN). Product Quality Deficiency Report GO CURRENT PODR LEVEL: SUPPORT POINT -Quick Links-Choose Level SUPPORT POINT INVESTIGATION (QAR) RCN: N45112-04-0503 NSN: 1H-4820-013409941-X5 Originator (Category: II Status: A [SCR PT#]: N0010420040002) Screening Point Support Point Editable Fields **Action Point QAR MINIMUM REQUIREMENTS:** Support Point (1) Click View Points of Contact link and enter the Contractor Investigator and the Govt Investigator information. Quick Views (2) Input 1227 data and complete the DCM data page. View SF-368 (HTML) (3) When investigation is complete click 'Forward to DRPM for Approval & Release' DR Data View SF-368 (PDF) View Points of Contact View 1227 Form View Exhibit Details View Exhibit Tag Input 1227 Data Attachments DCM Data (Defect Codes) attachment(s) associated with this RCN. Upload Files View\Add Notes or Reference Briefs (Notes have been added!) View Uploaded Files Force PODR Promotion Exhibit Tracking Add Additional Information Exhibit Tracking Correspondence User Info Choose an option when you have completed entering in your data. QAR SUPPORTPOINT at S2103A PQDR is released to Action Point by sending a Final Reply. Access: ORIG/SUP PT Support Point Letters User Profile Assign to QAR\Delegate to other Support Point Technical Support Redirect to other Support Point [Adobe Acrobat Required to view PDF forms] Send Message to: Supervisor/Other For Help Desk contact: Forward to DRPM for Approval & Release webptsmh@navsea.navv.mil Phone: DSN 684-1690 ext.486 COMM: (603) 431-9460 ext. 486 Logout

PQDR Base Page Display

- Header Shows:
 - •Current PQDR Level •RCN
 - NSN
 - Category, Status and Control Numbers



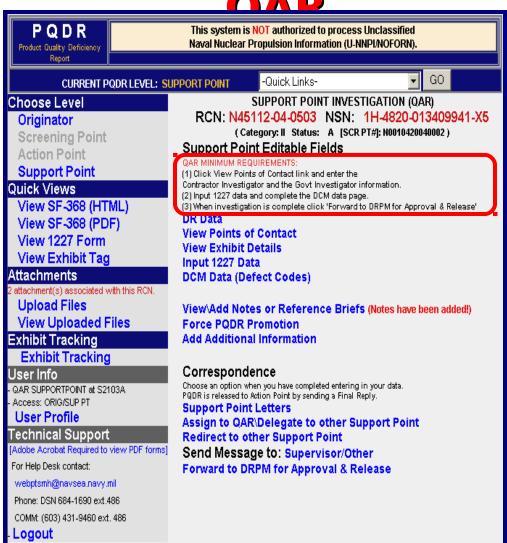
Base Page- Support Point-



- Quick Links- Shortcuts to Other PQDR Functions
- Support Point Editable Fields
- Add Notes and Additional Information
- Links for Correspondence and Release of PQDR



Base Page- Support Point-



Minimum QAR Input Requirements **Shown on Page**



DR Data

Naval Sea Logistics Center



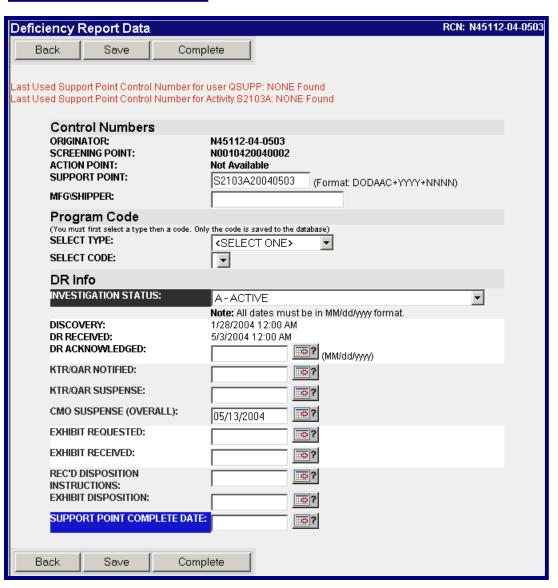
Enter Basic Deficiency Report Information

Click "DR Data"



DR Data

Naval Sea Logistics Center

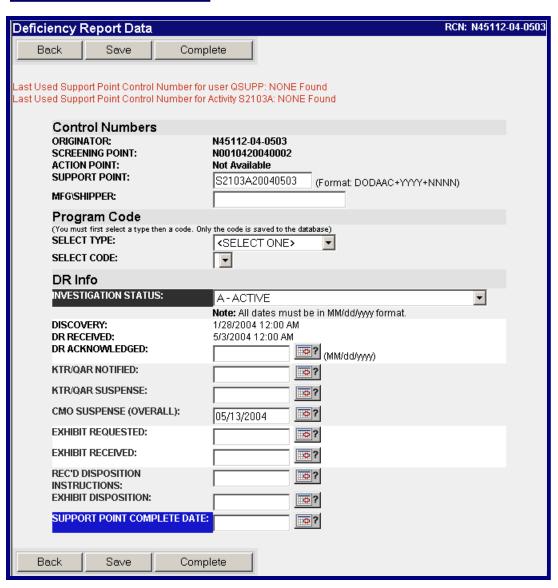


- **Enter Support Point Control Number**
- **Enter** Manufacturer's or Shipper's Control Number
- **Select Program Type** and Code If Known



DR Data

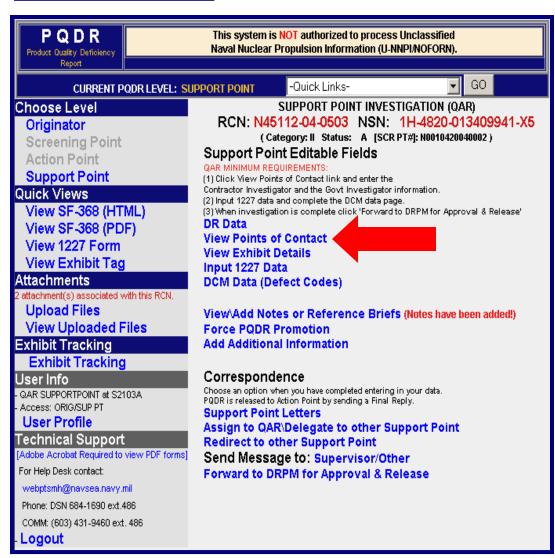




- **Select Status if Applicable**
- **Dates Updated by Correspondence or Can Be Entered Manually**



Points of Contact

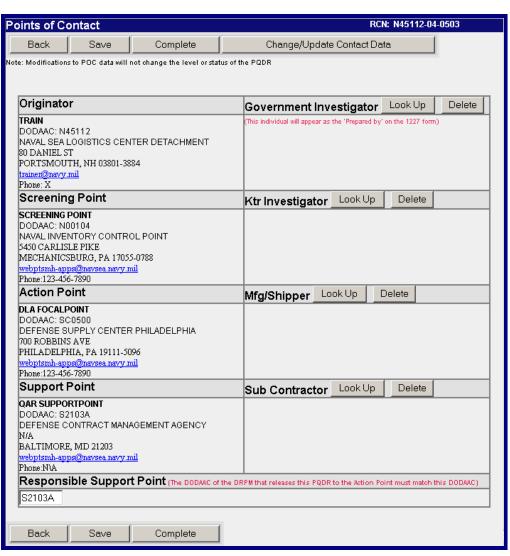


Assign Points of Contact for Investigation

Click "View Points of Contact"



Points of Contact



- View Current Point of Contact Info
- Enter Government and Ktr Investigator



Exhibit Details

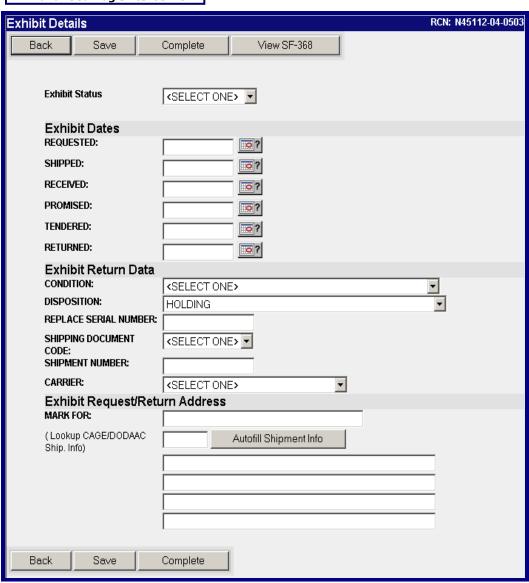


Enter Details and Status on Exhibits

Click "View Exhibit Details"



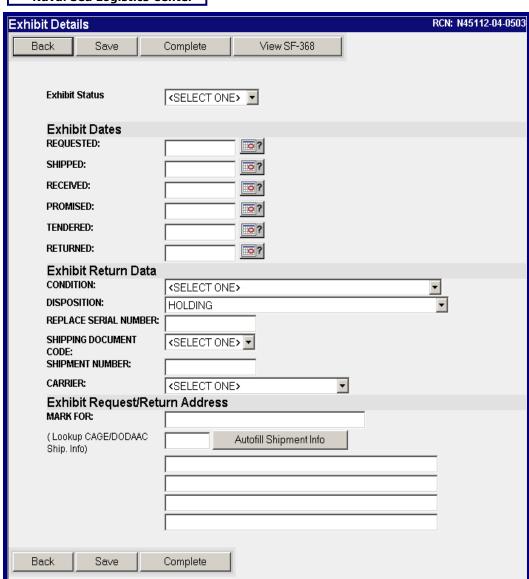
Exhibit Details



- Select Status
- Dates Updated by Correspondence



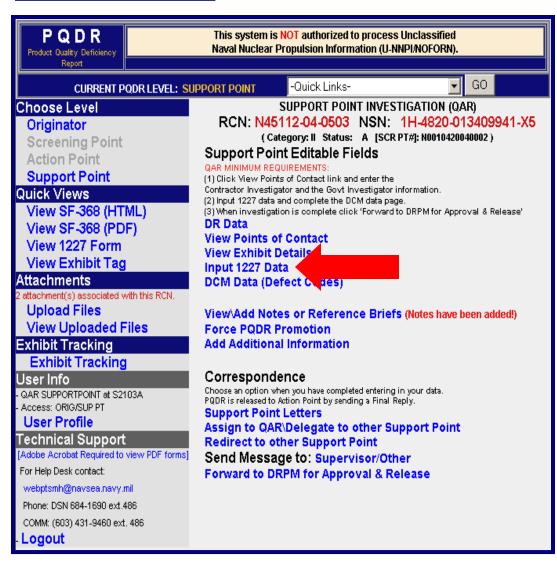
Exhibit Details



Enter Return Information After Investigation



Input 1227 Data

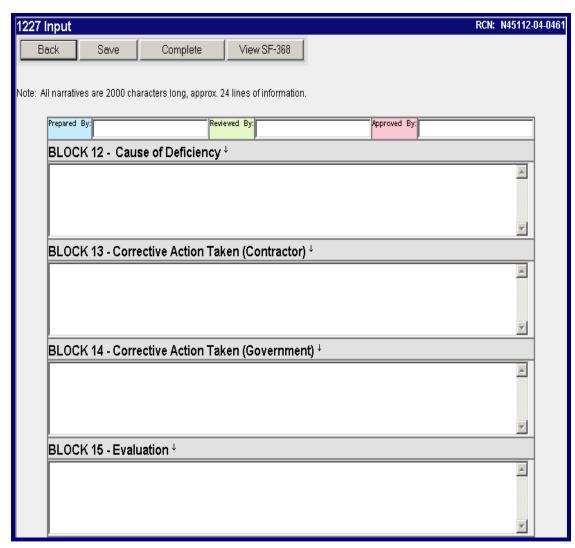


Enter Support Point Investigation Results

Click "Input 1227 Data"



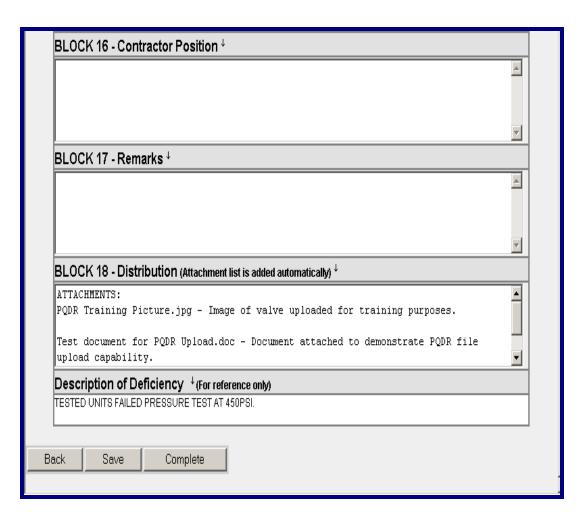
Input 1227 Data



- Enter Narratives on Cause and Corrective Action
- Enter Narrative
 Evaluation of
 Current Production
 of Deficient Item



Input 1227 Data



- Enter Narrative on Contractor's Position
- Enter Remarks
- Enter Distribution Notes



View 1227 Form



View SF-1227 Investigation Report

Click "View 1227 Form"

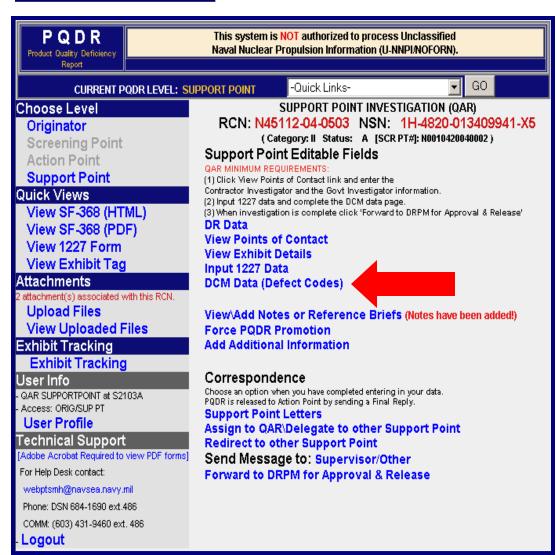


Completed 1227 Form

	1. INVESTIGATION NUMBER				
PRODUCT QUALITY DEFICIENCY INVESTIGATION REPORT	S2103A20040503				
2. FROM: QAR SUPPORTPOINT		4. ORIGINATOR'S CONTROL NUMBER			
DEFENSE CONTRACT MANAGEMENT AGENCY		N45112-04-0503			
BALTIMORE, MD 21203		5. CONTRACT NUMBER			
		6. NSN			
3. TO: DLA FOCALPOINT		1H-4820-013409941-X5			
DEFENSE SUPPLY CENTER PHILADELPHIA 700 ROBBINS AVE	DEFENSE SUPPLY CENTER PHILADELPHIA				
PHILADELPHIA, PA 19111-5096		7. MANUFACTURER'S PART NUMBER			
8. NOMENCLATURE					
VALVES NON PWRD					
9. NAME AND ADDRESS OF COMPLAINT INITIATOR	10. NAME AND ADDRESS OF CONTRACTOR				
TRAIN	ACME MACHINE AND TOOL INC.				
NAVAL SEA LOGISTICS CENTER DETACHMENT 80 DANIEL ST	100 MAIN STREET PHILADELPHIA, PA 19144				
STE 400	FRID-DELFRIX FX 19144				
PORTSMOUTH, NH 03801-3884 11. REFERENCES AND DESCRIPTION OF DEFICIENCY					
TESTED UNITS FAILED PRESSURE TEST AT 460PSI.					
12. CAUSE OF DEFICIENCY					
Non-metallic particles were discovered in valve seals causing failure at operating pressure.					
,					
13. CORRECTIVE ACTION (By Contractor)					
Assembly process instructions were updated to include cleaning and inspection of valve seals. QA instructions changed to include pressure testin	g of 10% of all units produced.				
Continuation Sheet for Product Qu	uality Deficiency Investigation Report				
14. CORRECTIVE ACTION (By Government)					
No additional corrective action. Current inspection procedures adequate.					
15. EVALUATION OF CURRENT PRODUCTION					
All units currently in production were disassembled and valve surfaces were cleaned prior to reassembly. No other impact on current production.					
16. CONTRACTOR'S POSITION WITH RESPECT TO REPAIR OR REPLACEMENT					
KTR concurs on process failure and feels that prescribed corrective action is reasonable. Requests that if the failure rate after 180 days is less than 1% then QA requirement be relaxed to inspection of 5% of produced units.					
The second state of the se					
17. REMARKS AND/OR RECOMMENDATIONS					
Corrective action satisfactory, KTR will repair or replace failed units.					



DCM Data

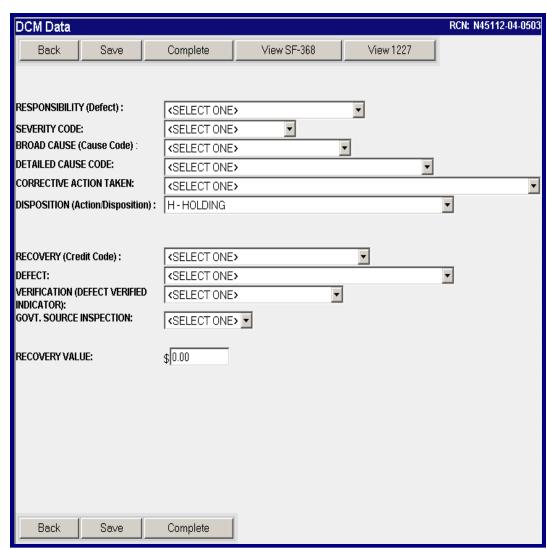


Enter DCMA Defect Codes

Click "DCM Data (Defect Codes)"



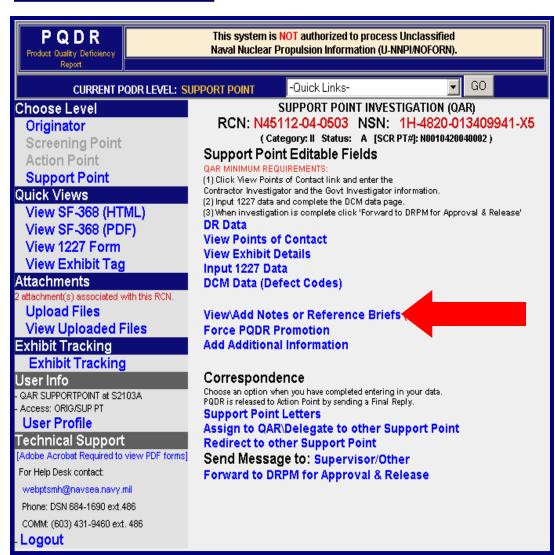
DCM Data



- Review SF-368 and 1227 as Needed
- Select Defect Codes to Indicate Results of Investigation



View/Add Notes

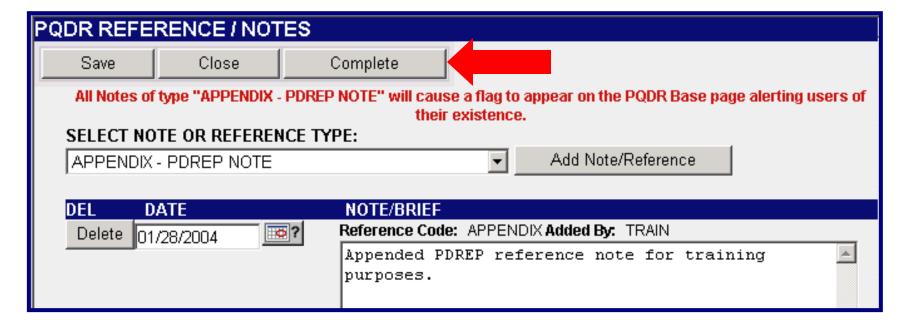


Enter Notes or Briefs Associated with PQDR

 Click "View/Add Notes or Reference Briefs"



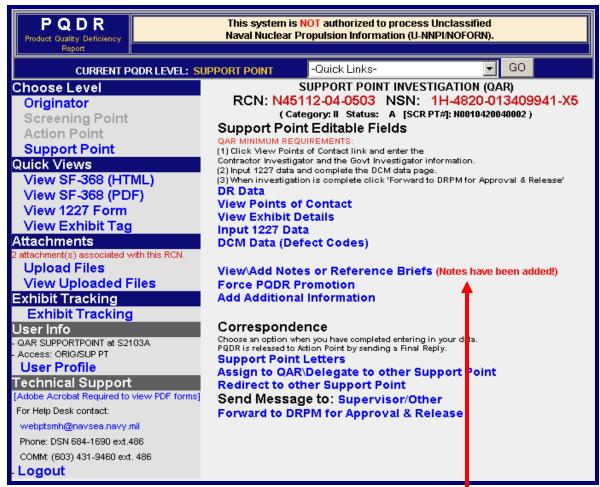
View/Add Notes



- Select Note or Reference Type
 - Click "Add Note/Reference"
 - Enter Note Text
- Repeat for Additional Notes
- Click "Complete"



View/Add Notes



Notes Indicator Appears on PQDR Base Page



Force PQDR Promotion



Force PQDR Promotion

Force PQDRs
 Entered Outside
 System Through
 Levels

Click "Force PQDR Promotion"



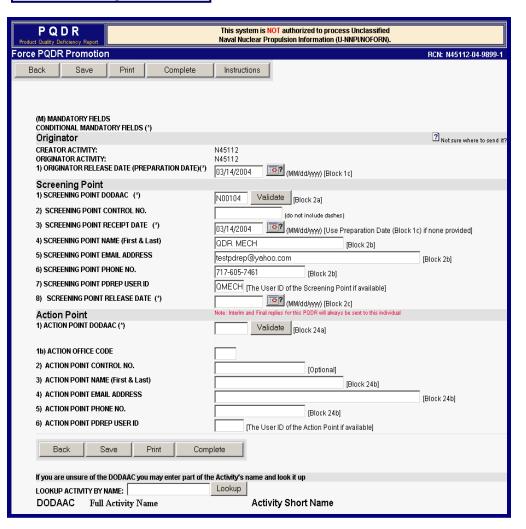
Force PQDR Promotion

Force PQDR Promotion		DCN: 1145442.04.0502
		RCN: N45112-04-0503
Back Save Print Complete	Instructions	
(M) MANDATORY FIELDS		
CONDITIONAL MANDATORY FIELDS (*)		<u> </u>
Originator CREATOR ACTIVITY:	N45112	? Not sure where to send it?
ORIGINATOR ACTIVITY:	N45112	
1) ORIGINATOR RELEASE DATE (PREPARATION DATE)(*) 05/03/2004 [MM/dd/yyyy) [Block 1c]	
Screening Point 1) SCREENING POINT DODAAC (*)		
	N00104 Validate [Block 2a]	
2) SCREENING POINT DESCRIPTION OF THE CONTROL OF TH	N0010420040002 (do not include dashes)	
3) SCREENING POINT RECEIPT DATE (*)	05/03/2004 (MM/dd/yyyy) [Use Preparation Date (Block 10	c) if none provided]
4) SCREENING POINT NAME (First & Last)	SCREENING POINT [Block 2b]	
5) SCREENING POINT EMAIL ADDRESS	webptsmh-apps@navsea.navy.mil	[Block 2b]
6) SCREENING POINT PHONE NO.	123-456-7890 [Block 2b]	
7) SCREENING POINT PDREP USER ID	SPOIN1 [The User ID of the Screening Point if available]	
8) SCREENING POINT RELEASE DATE (*)	05/03/2004 (MM/dd/yyyy) [Block 2c]	
Action Point	Note: Interim and Final replies for this PQDR will always be sent to this individual	
1) ACTION POINT DODAAC (*)	SC0500 Validate [Block 24a]	
1b) ACTION OFFICE CODE		
2) ACTION POINT CONTROL NO.		
3) ACTION POINT NAME (First & Last)	[Optional]	
4) ACTION POINT EMAIL ADDRESS	DLA FOCALPOINT [Block 24b]	1
5) ACTION POINT PHONE NO.	webptsmh-apps@navsea.navy.mil	[Block 24b]
6) ACTION POINT PDREP USER ID	[Block 24b]	
7) ACTION POINT RELEASE DATE (*)	DFOCA [The User ID of the Action Point if available]	
	05/03/2004 (MM/dd/yyy) [Block 24c]	
Support Point 1) SUPPORT POINT DODAAC (*)	S2103A Validate [Block 25a]	
2) SUPPORT POINT RECEIPT DATE (*)	[Diotit 25th]	
3) SUPPORT POINT NAME (First & Last)	05/03/2004 (MM/dd/yyy) [Use today's date if none provid	eaj
4) SUPPORT POINT EMAIL ADDRESS		mii-oria
5) SUPPORT POINT PHONE NO.	webptsmh-apps@navsea.navy.mil	[Block 25b]
6) SUPPORT POINT PDREP USER ID	[Block 25b]	
7) RESPONSIBLE DODAAC	QSUPP [The User ID of the Support Point if available] S2103A The Support Point Activity who is ultimately responsible:	for the DODDI
		ior the PQDRJ
Back Save Print Cor	mplete	

- Enter Information From PQDR for Each Level
- Use "Lookup" Button to Find DODAAC



Force PQDR Promotion

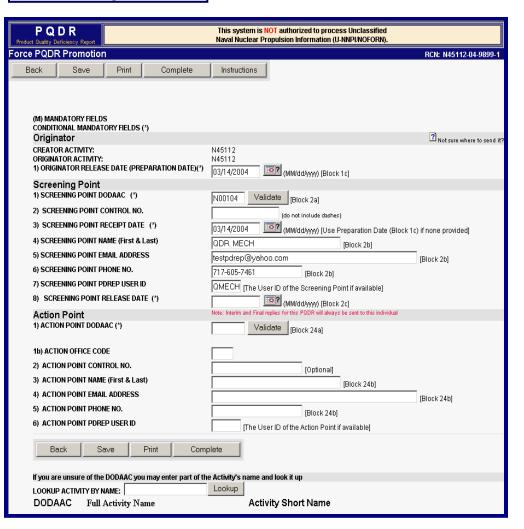


Promote a PQDR Through Screening Point

Enter Information in Screening Point Fields



Force PQDR Promotion

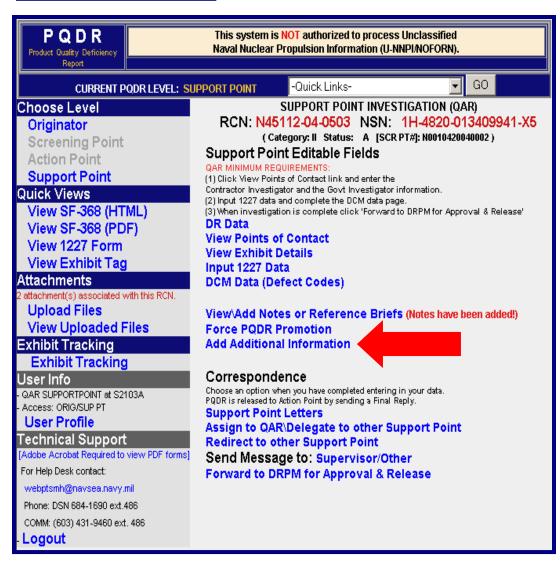


Promote a PQDR Through Action Point

- Enter Information in Action Point Fields
- PQDR Will Be Promoted to Highest Completed Level



Add Additional Information

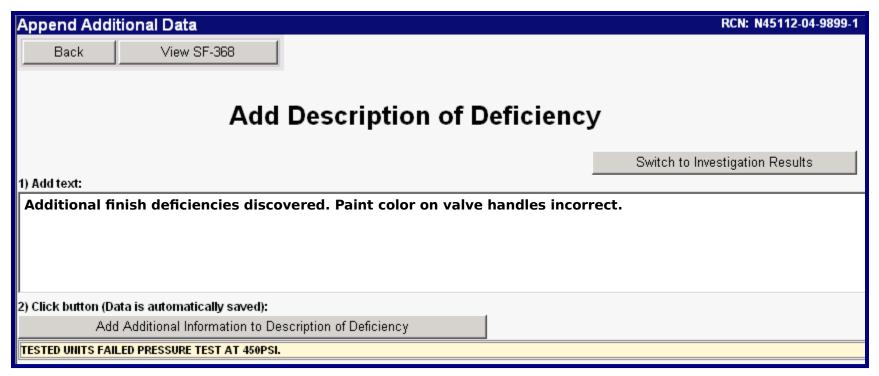


Add Text to Description of Deficiency

 Click "Add Additional Information"

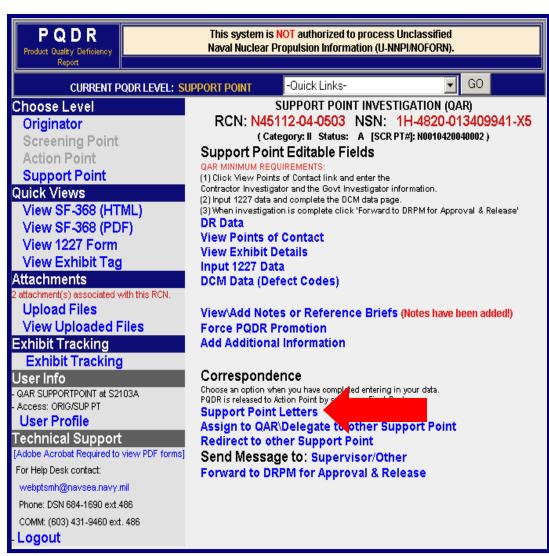


Add Additional Information



- Append Information to Description of Deficiency After Origination
- Also Used to Add to Investigation Results Later in Process

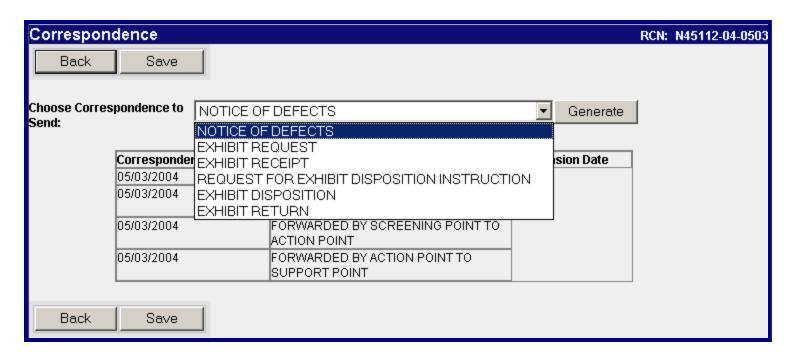




Send Support Point Correspondence

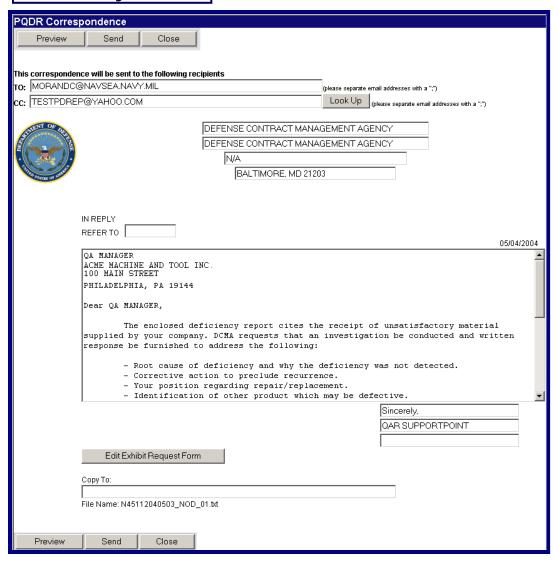
Click "Support Point Letters"





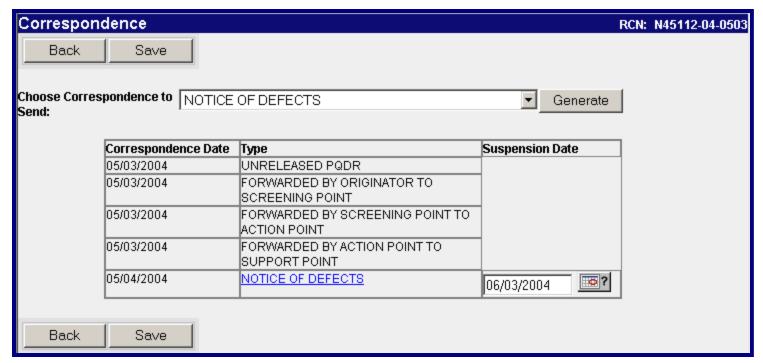
- View Correspondence History
- Choose New Letter
- Click "Generate" Button





- Enter Recipient Information
- Edit Text and Sender Information As Needed
- Click "Preview" or "Send"





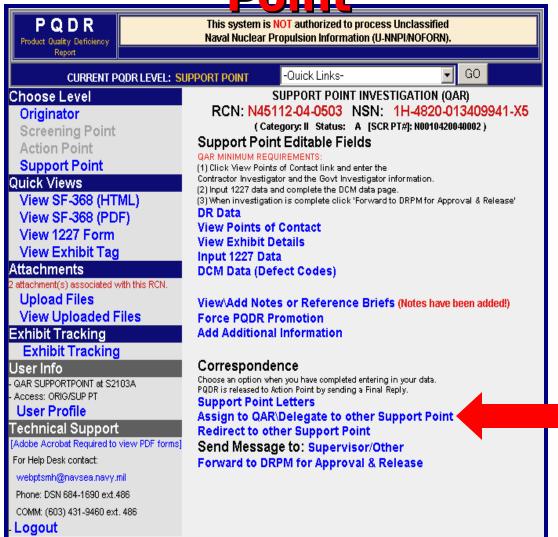
- Suspension is Updated by Sending Letters
 - Suspension Date Defaults According to Category of PQDR or Can Be Edited



Assign to Other Support

Naval Sea Logistics Center

Point



Assign or Delegate PQDR to a QAR or Support Point

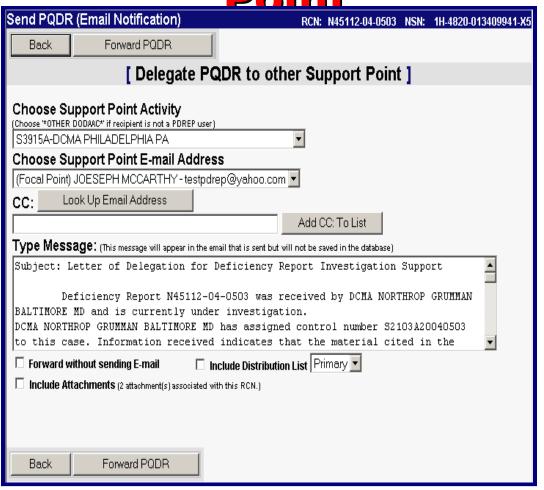
 Deficient Material is Under Your Cognizance

 Click "Assign to QAR/Delegate to other Support Point"



Delegate to Other Support

Point

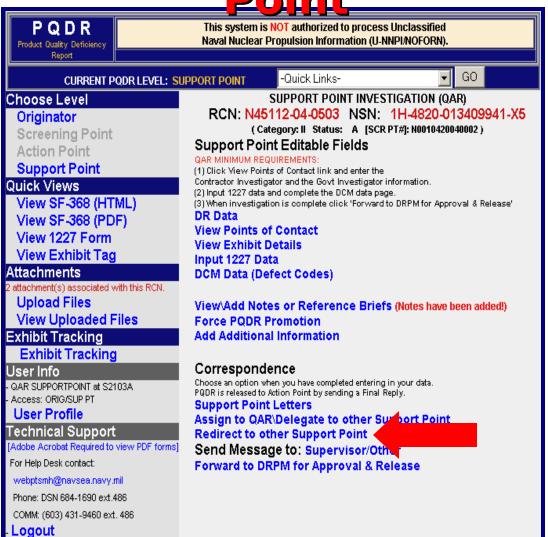


- Choose DODAAC and New Support Point Recipient
- Enter CC Addresses or Use Look Up or Distribution Lists
- Type Message
- Click "Forward PQDR"



Redirect to Other Support

Point



Redirect a PQDR to a Different Support Point

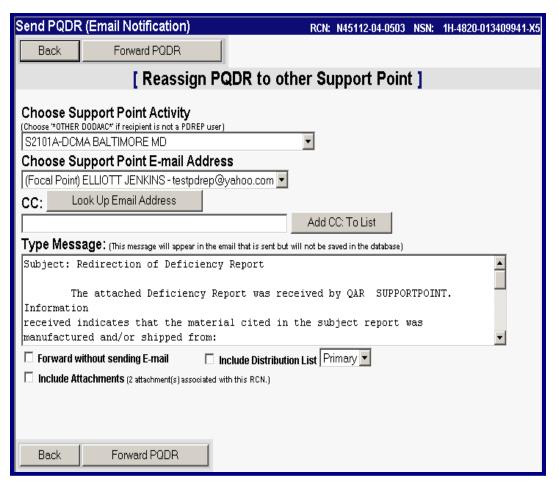
 Deficient Material is NOT Under Your Cognizance

Click "Redirect to other Support Point"



Delegate to Other Support

Point



- Choose DODAAC and New Support Point Recipient
- Enter CC Addresses or Use Look Up or Distribution Lists
- Type Message
- Click "Forward PQDR"



Send Message

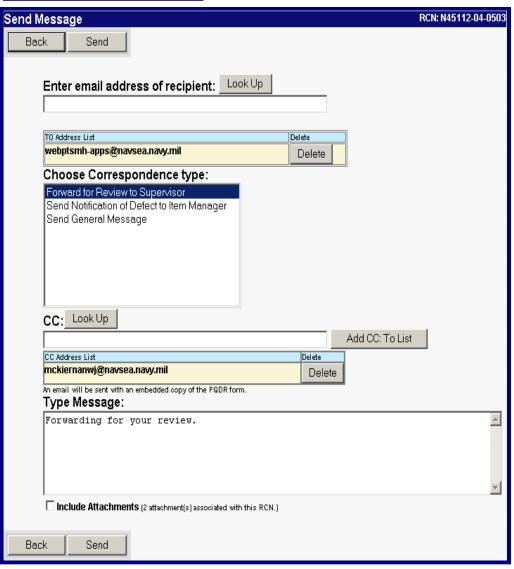
PQDR This system is NOT authorized to process Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN). Product Quality Deficiency Report GO -Quick Links-**CURRENT PQDR LEVEL: SUPPORT POINT** SUPPORT POINT INVESTIGATION (QAR) Choose Level RCN: N45112-04-0503 NSN: 1H-4820-013409941-X5 Originator (Category: II Status: A [SCR PT#]: N0010420040002) Screening Point Support Point Editable Fields Action Point GAR MINIMUM REQUIREMENTS: Support Point (1) Click View Points of Contact link and enter the Contractor Investigator and the Govt Investigator information. Quick Views (2) Input 1227 data and complete the DCM data page. View SF-368 (HTML) (3) When investigation is complete click 'Forward to DRPM for Approval & Release' DR Data View SF-368 (PDF) View Points of Contact View 1227 Form View Exhibit Details View Exhibit Tag Input 1227 Data Attachments DCM Data (Defect Codes) attachment(s) associated with this RCN. **Upload Files** View\Add Notes or Reference Briefs (Notes have been added!) View Uploaded Files Force PODR Promotion Exhibit Tracking Add Additional Information **Exhibit Tracking** Correspondence User Info Choose an option when you have completed entering in your data. QAR SUPPORTPOINT at S2103A PQDR is released to Action Point by sending a Final Reply. Access: ORIG/SUP PT Support Point Letters **User Profile** Assign to QAR\Delegate to other Support Point Technical Support Redirect to other Support Point [Adobe Acrobat Required to view PDF forms] Send Message to: Supervisor/Other For Help Desk contact: Forward to DRPM for Approval & Release webptsmh@navsea.navv.mil Phone: DSN 684-1690 ext.486 COMM: (603) 431-9460 ext. 486 Logout

Send E-mail Messages Regarding the PQDR

Click "Send Message to: Supervisor/Other"



Send Message



- Enter Recipient
 Address or Use "Look
 Up" Button
- Choose Type of Message
- Add CC: Recipients
- Type Message
- Click "Send"



Send Message

PODR (RCN Number)

- TEST PQDR - Please Ignore - N45112-04-0503

Screening Point Control Number:

Support Point Control Number:

Sent By

Sender's Email Date Sent

Correspondence Type

N0010420040002 S2103A20040503 OAR SUPPORTPOINT webptsmh-apps@navsea.navy.mil 2004-05-04 08:53:57.765

FORWARD FOR REVIEW TO SUPERVISOR

Message

Forwarding for your review.

Click Here to Access this PQDR

1. FROM (Originator):

NAVAL SEA LOGISTICS CENTER DETACHMENT

80 DANIEL ST PORTSMOUTH, NH 03801-3884

ATTN: TRAIN PHONE: X

EMAIL: trainer@navy.mil

2. TO (Screening Point):

NAVAL INVENTORY CONTROL POINT

5450 CARLISLE PIKE

MECHANICSBURG, PA 17055-0788 ATTN: SCREENING POINT

PHONE: 123-456-7890

EMAIL: webptsmh-apps@navsea.navy.mil

3. REPORT CONTROL NUMBER AND CATEGORY: N45112-04-0503 CATEGORY II

4. DATE DEFICIENCY DISCOVERED: 01/28/2004

5. NATIONAL STOCK NUMBER: 1H-4820-01-340-9941-X5

6. NOMENCLATURE: VALVES NON PWRD

7 A. MANUFACTURER/CITY/STATE: ACME MACHINE AND TOOL CO INC., PHILADELPHIA, PA 19144

B. MANUFACTURER CODE: 71905

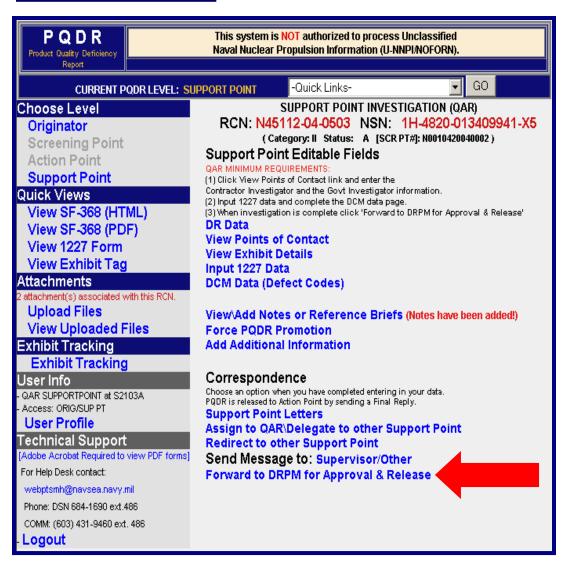
C. SHIPPER/CITY/STATE: (Identify shipper if different from manufacturer when known.) (N00104) NAVAL INVENTORY CONTROL POINT, MECHANICSBURG, PA 17055-0788

8. MFRS. PART NUMBER: N/A

- **Message Includes:**
 - -RCN
 - -Original PQDR Fields
 - -Message Type and **Text**
 - -Attachments if Selected
 - -Link to PQDR



Release PQDR



Forward the PQDR For Approval

 Click "Forward to DRPM for Approval & Release"



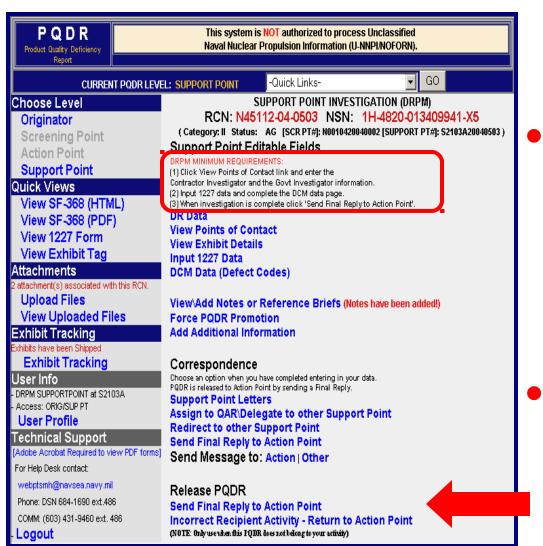
Forward PQDR to DRPM

Send PQDR	(Email Notification)		RCN: N45112-04-0503	NSN:	1H-4820-013409941-X5
Back	Forward PQDR				
[Forward PQDR to DRPM]					
Choose DRPM Activity (Choose *OTHER DODAMC* if recipient is not a PDREP user) S2103A-DCMA NORTHROP GRUMMAN BALTIMORE MD Choose DRPM E-mail Address					
(Focal Point) DRPM SUPPORTPOINT - webptsmh-apps@navsea.navy.mil ▼ CC: Look Up Email Address					
CC: Look Up Email Address Add CC: To List Type Message: (This message will appear in the email that is sent but will not be saved in the database)					
					V
Forward without sending E-mail Include Distribution List Primary Include Attachments (2 attachment(s) associated with this RCN.)					
Back	Forward PQDR				

- Choose DRPM DODAAC and Recipient E-mail
- Enter CC Addresses or Use Look Up or Distribution Lists
- Type Message
- Click "Forward PQDR"



Base Page- Support Point- DRPM



 Minimum DRPM Input Requirements Shown

- Correspondence and Release Links Change
 - Send Final Reply
 - Incorrect Recipient

Wrap Up

• Questions?

- NSLC Help Desk
 - Commercial: (603)431-9460 x486
 - DSN: 684-1690 x486